

Boone County Government

Position Title: Maintenance Technician – Part Time
Reports To: Director of Capital Investments
Status: Non-Exempt
Effective Date: October 1, 2019
Hours: Up to 28 hours per week

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Boone County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Position Summary

Serves as a Maintenance Technician for the Boone County Facilities department, responsible for performing general maintenance and repairs to all facilities, grounds, and equipment. The employee uses independent judgment and takes necessary action to ensure proper care and upkeep of County buildings and compliance with pertinent regulations, receiving general instructions and/or guidance from supervisor and performing majority of duties under minimal supervision. Errors in work are primarily detected or prevented through procedural safeguards and reference to technical manuals/specifications. Moderate care and skill are needed to protect tools and equipment and prevent injury to self and others.

Essential Employee

The incumbent in this position has been designated as an Essential Employee. (Refer to Employee Handbook, Section 3.1 Employment Categories).

Essential Duties and Responsibilities

Regularly inspects all facilities to ensure heating, lighting, and ventilation is in good working order and properly cleaned.

Follows preventive maintenance schedules for all systems and equipment, such as cleaning, oiling/lubricating, and making minor repairs as needed.

Checks lighting and replaces bulbs as needed. Makes interior and exterior electrical

repairs, such as repairing, replacing or installing motors, pumps, boilers, fixtures, and wiring.

Performs general repairs, such as painting, patching walls, hanging shelving, and repairing furniture.

Makes plumbing repairs as needed, such as replacing faucets and fixtures, unclogging toilets and drains, and repairing leaks.

Maintains grounds, including cutting grass, landscaping, watering flowers, pulling weeds, picking up trash, and removing snow/ice in winter months.

Performs janitorial duties, such as cleaning carpets, dusting furniture and blinds, washing windows, dusting mopping/wet mopping floors.

Moves furniture and equipment as needed.

Operates various equipment and/or power/hand tools in performance of duties, including, but not limited to, hammers, screw drivers, wrenches, pliers, files, gauges, air compressor air nozzle, drills, power saws, pressure washer, forklift, steam cleaner, drill press, grinder, welding equipment, snow blower, lawn mower, leaf blower, shovel, mop, and broom.

Performs related duties as assigned.

Additional Duties and Responsibilities

May be asked to become licensed and/or certified to work on specialty maintenance processes or equipment.

May be asked to assist other departments that are under the direction of the Director Of Capital Investments.

Performs related duties as assigned.

Position Qualifications

High school diploma or GED. Must be at least 18 years of age.

Working knowledge of and ability to make practical application of Department safety policies and procedures, including IOSHA and OHSA guidelines.

Working knowledge of maintenance practices, building upkeep, and basic carpentry, plumbing, electrical, welding, and sanitation requirements for assigned areas of responsibility. Ability to analyze and diagnose causes of mechanical and electrical malfunctions and complete related maintenance and safety measures as required.

Ability to safely operate a variety of tools and equipment in performance of duties, including,

but not limited to, hammers, screw drivers, wrenches, pliers, files, gauges, air compressor, air nozzle, drills, power saws, pressure washer, forklift, steam cleaner, drill press, grinder, welding equipment, snow blower, lawn mower, leaf blower, shovel, mop, and broom.

Ability to read and interpret detailed blueprints, sketches, specifications, technical manuals, instruments, gauges and dials. Ability to complete work maintenance forms and use shop/technical mathematics.

Ability to physically perform maintenance duties, including standing/walking for prolonged periods, moderate to heavy lifting, pushing/pulling objects, bending, crouching/kneeling, reaching, climbing ladders, working in cramped/awkward positions, handling/grasping/fingering objects, and hearing mechanical sounds.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.

Ability to understand and follow oral or written instructions and appropriately respond to constructive criticism.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain Department information and records according to state requirements.

Ability to obtain and maintain knowledge of developments and/or trends in building maintenance, repair, and preventive care.

Ability to apply knowledge of people/locations and organize/complete assigned work projects.

Ability to add, subtract, multiply, divide, and perceive and discriminate colors, odors, and shapes.

Ability to occasionally work extended hours, evenings and/or weekends, respond swiftly, rationally and decisively to emergencies from off-duty status.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

Key Performance Standards

- Employee works independently under limited supervision.
- Employee demonstrates integrity, honesty, a sense of responsibility and loyalty in the performance of all tasks.
- Employee will display a team-based approach to work.
- Employee completes work on schedule.
- Employee will report to work on time as designated by his/her supervisor. When unable the employee will contact his/her supervisor to inform the reason for tardiness or absence.
- Employee completes projects according to established timelines and requirements.
- Employee demonstrates a sense of responsibility for completing tasks.
- Employee recognizes how his/her performance affects overall goals and objectives.
- Employee will keep abreast of industry standards and new approaches.
- Performs all duties and responsibilities in compliance with OSHA and IOSHA standards.
- Ensures all equipment is being inspected and is safe to use prior to operating.
- Operates all equipment in a safe manner.
- Operates vehicles in compliance with posted speed limits.
- Meets customer service standards established by Elected Official or Department Head.
- Ensures all correspondence and forms follow County guidelines, are accurate, and free from errors.

ADA Compliance

Physical Factors:

Incumbent's duties may involve continuous physical exertion, such as standing/walking for long periods, moderate to heavy lifting, carrying and pushing/pulling objects weighing more than 50 pounds, reaching, bending, crouching/kneeling, climbing ladders, hearing mechanical sounds, close/far vision, color/depth perception, and handling/grasping/fingering objects. Strain is not prolonged and effort is exerted for short to moderate periods of time, usually in connection to such duties as moving office furniture, mowing, and clearing snow/ice from walkways.

Environmental Factors:

Incumbent performs duties in both indoor and outdoor settings and is regularly exposed to hazards normally associated with building maintenance/repair, including heavy machinery and equipment, moving parts, noise, dust, grease, fumes, fuels, confined spaces, heights, toxic chemicals, excessive noise, varying weather conditions and slippery surfaces. Safety precautions must be followed at all times to avoid injury to self or others and protective gear must be worn according to Department policy. Incumbent may occasionally work extended hours, evenings and/or weekends.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Maintenance Technician for County Facilities describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

Boone County, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.